

## WISCONSIN PARENTAL CHOICE PROGRAM (WPCP) STUDENT APPLICATION CHECKLIST 2015-16 SCHOOL YEAR

Please see the residency documentation bulletin (Bulletin 04-01) for information on the required residency documentation and the income documentation bulletin (Bulletin 04-02) for information on the required income documentation. The bulletins are available at [http://sms.dpi.wi.gov/sms\\_forms](http://sms.dpi.wi.gov/sms_forms). To be considered complete, all applications require income documentation (as applicable) and residency documentation. **Schools are required to keep the all supplemental income and residency documentation.** See further information on the application process and rules in the documents “Open Application Periods-General Rules” and “Open Application Period-Process.” These documents are available at [http://sms.dpi.wi.gov/sms\\_pscp\\_registration](http://sms.dpi.wi.gov/sms_pscp_registration).

### Residency Information:

1. \_\_\_\_\_ Determine if the address is in the identified school district by completing the following:
  - Go to <https://myvote.wi.gov/>.
  - Click on “Regular Voter.”
  - Click on “Address Search.”
  - Type in the address on the application.
  - Click on “Search.”
  - Click on “Office Holders and Voting Districts Based on the 2010 Census Redistricting.”
  - Scroll down until you see the school board members.
  - Verify that the school district identified matches the school district on the application.
  
2. \_\_\_\_\_ Parent/guardian has submitted a copy of **ONE** of the following to support that the student(s) live at the address on the application. Please note, this is a complete list of acceptable forms of residency documentation. Residency documentation must be received during the open application period in which the application is received. The residency documentation must include a date. Residency documentation must have the name of one of the parents/guardians with an address that matches the application. The exception is that residency documentation may be provided using the Alternative Residency form in certain situations, see 2f below.
  - 2a. \_\_\_\_\_ Wage statement or W-2 end-of-year earnings statement dated within 3 months of when the application is received. (Note: W-2 end-of-year earnings statements are not acceptable after the April open application period closes.)
  
  - 2b. \_\_\_\_\_ Water, gas, electric, cable, satellite or landline phone bill dated within 3 months of when the application is received.
  
  - 2c. \_\_\_\_\_ Lease agreement with a term that includes the date the parent applies to the school (must be complete and legible). Expired leases are not acceptable. Month-to-month leases must be dated within three months of the date the application is received.
  
  - 2d. \_\_\_\_\_ Governmental correspondence dated within 3 months of when the application is received. Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2,” Food Share, or Housing Assistance letter with the address listed and the name of the parent/guardian. Printed statements from Access.gov can be used as residency support if the statement includes a date that is within 3 months of when the application is received.

- 2e. \_\_\_\_\_ If homeless, a letter dated within 3 months of when the application is received on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated by a representative of the organization.
- 2f. \_\_\_\_\_ Properly completed Alternative Residency Verification form (Form PI-PCP-51) only for situations where 1) the student is not living with his or her parent or legal guardian or 2) the parent/guardian does not have one of the residency documents in A through E and someone else is able to provide one of the residency documents listed in A through E for the family.
3. \_\_\_\_\_ The residency documentation was received during the open application period in which the application was received.

**Income Determination-New Student Application Only (Complete 4 or 5 as applicable):**

4. \_\_\_\_\_ Department of Public Instruction (DPI) Family Income Eligibility determination method used.
- 4a. \_\_\_\_\_ If the pupil is in kinship care or foster care, support for the student participating in the program is provided. Do not complete 4b-4e of this checklist as they are not applicable.
- 4b. \_\_\_\_\_ The income determination is based on the applicant's adjusted gross income. The income determination must be based on either a 1040 federal income tax form or providing the following as applicable: a) compensation reported on a 2014 W-2 Wage and Tax Statement or final, December 2014 earnings statement; b) income reported on a 2014 1099 tax form; c) 2014 cash income not reported on either a W-2 Wage and Tax Statement or a 1099 tax form; or d) other 2014 income not listed above.
- ☐ Obtain the support identified on the parent application and ensure that it is for 2014 income.
  - ☐ Ensure the amount of income received per the supporting documentation matches the information in the OAS.
  - ☐ All supporting income documentation (tax returns, 1099s etc) includes the name of a parent/guardian on the application.
- 4c. \_\_\_\_\_ If a copy of the 2014 tax return is provided:
- ☐ The return is signed and dated, including by both tax payers if a joint return.
  - ☐ The return is the Federal income tax form 1040. Wisconsin tax returns are not sufficient.
  - ☐ The first two pages of the return are provided.
- 4d. \_\_\_\_\_ If the income of the parents/guardians is \$0, the parent/guardian is required to explain how basic needs were supplied and indicate all government assistance received. Ensure the following:
- ☐ The explanation of basic needs (food, clothing and shelter) is sufficient to explain how basic needs were supplied.
  - ☐ If any government assistance is indicated in the explanation of basic needs, the program is also checked in the government assistance provided section.
  - ☐ Documentation showing the parent/guardian participated in ALL government assistance programs selected is provided. The evidence must show the parent/guardian participated in 2014 and include the name of the parent/guardian.
- 4e. \_\_\_\_\_ The income documentation, including all supplemental forms and supporting documentation, was received during the open application period in which the application was received.
5. \_\_\_\_\_ DOR Income Determination method used.
- 5a. \_\_\_\_\_ Social Security Number(s) or Taxpayer ID Number(s) is/are provided for all parents/guardians.
- 5b. \_\_\_\_\_ Enter the social security number(s) or Taxpayer ID Number(s) in the on-line application system (OAS) to determine if the parent/guardian is income eligible for the program.

**Acceptance, Changes & Entry in OAS:**

6. \_\_\_\_\_ Complete the verification for the application in the OAS.
7. \_\_\_\_\_ If any incorrect information is identified in OAS, have the parent log back into the online parent application and correct the information prior to completing the verification. If it is after the open application period, contact Loretta Langlois at [Loretta.langlois@dpi.wi.gov](mailto:Loretta.langlois@dpi.wi.gov).